

Appendix A: RECOMMENDATIONS FOR SPECIFIC CITY WORKSITES

Downtown Core (City Hall, Public Service Center, City of Lakes Building)

Name	Number of Employees	ST Recommended	LT Recommended	ST Existing	LT Existing	ST Needed	LT Needed
City Hall	693	37	45	48	0	0	45
Public Service Center	311	14	17	22	0	0	17
City of Lakes Building	143	7	8	26	0	0	8

ST = Short-term bike parking; LT = Long-term bike parking; ST Needed = ST Recommended - ST Existing; LT Needed = LT Recommended - LT Existing.
 Recommended ST parking – 1 space : 8,000 building ft²; Recommended LT parking – 1.5 spaces : 10,000 ft²
 Values for existing parking are from a worksite assessment conducted 2010-2011. LT parking is not counted if it not dedicated for City employees.
 Recommended parking is based on standards from the APBP Bicycle Parking Guidelines (2010).

Short-Term Parking: Employees share outdoor bike racks with the public. Approximately half of the ST parking at Public Service Center is in the form of grid-style racks that do not meet the standards of the City's Bicycle Facility Manual or APBP Bicycle Parking Guidelines.

Long-Term Parking: 8 rentable bicycle lockers are located at the northeast corner of public service center; these are shared with members of the public. No other long-term parking is available on-site for any of the buildings. Rentable bike lockers are available for rent at Courthouse Ramp, Haaf Ramp and Government Center Ramp – all within 1 block of City Hall; these are shared with members of the public.

Building Access: Informal access is allowed at City Hall and City of Lakes Building. Building access is not permitted in Public Service Center.

Locker & Showers: 12 lockers and 1 shower are available for each gender (for a fee) in the basement of Public Service Center. Lockers in the basement of City Hall are available only to building maintenance staff. Lockers and showers are available for rent in Courthouse Ramp (bike locker rental required).

Goals:

- ☐ LT parking recommendations may be accommodated off-site, but must be within close proximity of the buildings. Building access may substitute for LT parking recommendations.
- ☐ Consider additional locker and/or changing spaces in Public Service Center bathrooms on floors 3-5.
- ☐ Consider waiving the fee for use of the basement showers and lockers, or otherwise consider de-coupling locker rental with use of the shower or the room for changing clothing.
- ☐ Explore the options for meeting the parking and shower needs of the “downtown campus” through a workgroup.

Fire Stations & Emergency Operations Training Facility

Name	Number of Employees	ST Recommended	LT Recommended	ST Existing	LT Existing	ST Needed	LT Needed
Fire Station 1	9	n/a	2	0	0	0	2
Fire Station 2	15	n/a	3	0	0	0	3
Fire Station 4	31	n/a	5	0	0	0	5
Fire Station 5	17	n/a	3	0	0	0	3
Fire Station 6	51	n/a	8	0	0	0	8
Fire Station 7	26	n/a	4	0	0	0	4
Fire Station 8	26	n/a	4	0	0	0	4
Fire Station 11	33	n/a	5	0	0	0	5
Fire Station 12	13	n/a	2	0	0	0	2
Fire Station 14	34	n/a	6	0	0	0	6
Fire Station 15	11	n/a	2	0	0	0	2
Fire Station 16	11	n/a	2	0	0	0	2
Fire Station 17	17	n/a	3	0	0	0	3
Fire Station 19	13	n/a	2	0	0	0	2
Fire Station 20	10	n/a	2	0	0	0	2
Fire Station 21	27	n/a	5	0	0	0	5
Fire Station 22	12	n/a	2	0	0	0	2
Emergency Operations Training Facility	22	n/a	4	27	0	0	4
Fire Station 27	9	n/a	2	0	0	0	2
Fire Station 28	9	n/a	2	0	0	0	2

ST = Short-term bike parking; LT = Long-term bike parking; ST Needed = ST Recommended - ST Existing; LT Needed = LT Recommended - LT Existing.

Recommended ST parking – 1 space : 8,000 building ft²; Recommended LT parking – 1.5 spaces : 10 employees

Values for existing parking are from a worksite assessment conducted 2010-2011.

Recommended parking is based on standards from the APBP Bicycle Parking Guidelines (2010).

Short-Term Parking: MFD are non-public buildings, so no short-term parking needs to be provided.

Long-Term Parking: Long-term storage needs can be accommodated within MFD buildings.

Building Access: Informal access is allowed in MFD buildings.

Locker & Showers: Lockers and showers are available to MFD personnel at no cost.

Goals:

- ☐ Formalize building access rules for MFD facilities.
- ☐ Consider designating indoor parking areas to ensure orderly parking of bicycles stored within MFD buildings.
- ☐ At Fire Station 21, work toward accommodating bike parking, indoor access, locker and shower needs for the basement Regulatory Services office.

Police Department

Name	Number of Employees	ST Recommended	LT Recommended	ST Existing	LT Existing	ST Needed	LT Needed
Police Precinct #1	68	2	11	4	0	0	11
Police Precinct #2	59	2	9	4	0	0	9
Police Precinct #3	168	3	26	10	0	0	26
Police Precinct #4	105	3	16	4	0	0	16
Police Precinct #5	93	3	14	4	0	0	14
Hamilton School Training Facility	32	n/a	5	0	0	n/a	5
1 st Precinct Expansion	7	n/a	n/a	0	0	n/a	n/a

ST = Short-term bike parking; LT = Long-term bike parking; ST Needed = ST Recommended - ST Existing; LT Needed = LT Recommended - LT Existing.

Recommended ST parking – 1 space : 8,000 building ft².; Recommended LT parking – 1.5 spaces : 10 employees

Values for existing parking are from a worksite assessment conducted 2010-2011. LT parking is not counted if it not dedicated for City employees.

Recommended parking is based on standards from the APBP Bicycle Parking Guidelines (2010).

Short-Term Parking: Available all precinct stations as of 9/2011.

Long-Term Parking: No LT parking - stations have secure, indoor storage rooms for police bikes, but not for personal vehicles.

Building Access: Informal access is allowed at MPD precincts, with the consent of supervisors.

Locker & Showers: Lockers and showers are available for MPD personnel at no cost.

Goals:

- ☐ Formalize building access rules for MPD facilities.
- ☐ Consider designating indoor parking areas to ensure orderly parking of bicycles stored within MPD buildings.
- ☐ At the 3rd Precinct, work toward accommodating bike parking, indoor access, locker and shower needs for the 311 office housed in the building.

Animal Care and Control

Name	Number of Employees	ST Recommended	LT Recommended	ST Existing	LT Existing	ST Needed	LT Needed
Animal Care Building	19	3	3	4	0	0	3

ST = Short-term bike parking; LT = Long-term bike parking; ST Needed = ST Recommended - ST Existing; LT Needed = LT Recommended - LT Existing.

Recommended ST parking - 1 space : 8,000 building ft²; Recommended LT parking - 1.5 spaces : 10 employees

Values for existing parking are from a worksite assessment conducted 2010-2011. LT parking is not counted if it not dedicated for City employees.

Recommended parking is based on standards from the APBP Bicycle Parking Guidelines (2010).

Short-Term Parking: 2 ST parking spaces available in the front of the building (bike bank style).

Long-Term Parking: No LT parking available.

Building Access: Informal access is allowed at the Animal Care & Control Building, with the consent of supervisors. Preference is that bikes be parked in out-of-the-way locations.

Locker & Showers: Lockers and showers are available for Animal Care & Control personnel at no cost.

Goals:

- ☐ Formalize building access rules for Animal Care & Control staff.
- ☐ Consider designating an indoor parking area to ensure orderly parking of bicycles stored in the building.

Convention Center

Name	Number of Employees	ST Recommended	LT Recommended	ST Existing	LT Existing	ST Needed	LT Needed
Convention Center	277	n/a	14	35	14	0	0

ST = Short-term bike parking; LT = Long-term bike parking; ST Needed = ST Recommended - ST Existing; LT Needed = LT Recommended - LT Existing.
Recommended ST parking – 5% of maximum expected daily attendance.; Recommended LT parking - 1.5 spaces : 20 employees
Values for existing parking are from a worksite assessment conducted 2010-2011. LT parking is not counted if it not dedicated for City employees.
Recommended parking is based on standards from the APBP Bicycle Parking Guidelines (2010).
ST parking recommendations from APBP are determined to be inappropriate for the Convention Center at this time; however, ST parking needs will be periodically assessed to determine if more parking is required at the convention center.

Short-Term Parking: ST parking available at two sites adjacent to the building. This parking appears to be sufficient for regular use. Special events may require additional short-term parking, which can be provided by using temporary racks.

Long-Term Parking: A bicycle storage area is available on the basement level near the east entrance to the building. Individuals accessing the area must check in with the security desk.

Building Access: Employees may access the building to utilize the LT storage area. Staff use indoor work tricycles throughout the building.

Locker & Showers: Lockers and showers are available for Convention Center Staff only, in the basement, at no cost.

Goals:

- ☐ Formalize building access rules for the Convention Center, and ensure that building access is adequate to meet LT parking recommendation.
- ☐ Periodically assess ST parking condition and consider adding more if parking is heavily used.
- ☐ Consider adding some ST parking near the front/main entrance to the building.
- ☐ Maximize space available for indoor LT parking area and ensure that employees are aware of it.
- ☐ Regularly reassess parking needs to ensure that demand is being met.

Public Works and Water Facilities:

Name	Number of Employees	ST Recommended	LT Recommended	ST Existing	LT Existing	ST Needed	LT Needed
Currie Maintenance Facility	188	8	15	10	0	0	15
Royalston Maintenance Facility	80	2	6	2	0	0	6
Traffic Maintenance Facility (Border Ave.)	70	2	10	8	0	0	10
NE Equipment and Street	3	n/a	2	0	0	n/a	2
Impound Lot	27	2	1	2	0	0	1
Sanitation & Recycling	108	n/a	2	0	0	n/a	2
Aldrich Maintenance Facility	39	n/a	2	0	0	n/a	2
Hiawatha Office Building	65	2	4	10	6	0	2
Harriett Maintenance Facility	9	n/a	5	0	0	n/a	5
Fridley Maintenance Facility	184	n/a	3	0	0	n/a	3
East Yards Office & Garage	11	n/a	2	0	0	n/a	2

ST = Short-term bike parking; LT = Long-term bike parking; ST Needed = ST Recommended - ST Existing; LT Needed = LT Recommended - LT Existing.

Recommended ST parking – 2 at main entrances to building; Recommended LT parking – 1.5 spaces : 12,000 ft²

Values for existing parking are from a worksite assessment conducted 2010-2011. LT parking is not counted if it not dedicated for City employees.

Recommended parking is based on standards from the APBP Bicycle Parking Guidelines (2010).

At this time, we do not recommend placing 2 parking spaces at non-public building entrances, unless facility managers insist on adding ST parking.

Short-Term Parking: ST parking is available at Traffic Maintenance (Border), Hiawatha Office Building and the Impound Lot (as of 9/2011). No ST parking is available elsewhere. City staff attend meetings at Currie, Royalston and Hiawatha. Other buildings are not considered open to the public, do not host meetings with other city employees, and do not require ST parking.

Long-Term Parking: Hiawatha allows LT parking in a designated mudroom area. No LT parking at other sites.

Building Access: Informal access is allowed at all buildings, with the consent of supervisors.

Locker & Showers: Lockers and showers are available at many worksites. Some facilities are old and obsolete. Office staff at Traffic Maintenance do not have access to lockers.

Goals:

- ☐ Formalize building access rules for all sites, and ensure that access is adequate to meet LT parking recommendation.
- ☐ Consider designating indoor parking areas to ensure orderly parking of bicycles.

Leased Office Space:

Name	Number of Employees	ST Recommended	LT Recommended	ST Existing	LT Existing	ST Needed	LT Needed
Tri-Tech Center	14	2	2	5	0	0	2
Towle Building	24	2	2	20	0	0	2
Crown Roller Mill	124	4	10	5	0	0	10
Flour Exchange	46	2	2	8	0	0	2

ST = Short-term bike parking; LT = Long-term bike parking; ST Needed = ST Recommended - ST Existing; LT Needed = LT Recommended - LT Existing.

Recommended ST parking – 1 space : 20,000 ft²; Recommended LT parking – 1.5 spaces : 10,000 ft²

Values for existing parking are from a worksite assessment conducted 2010-2011. LT parking is not counted if it not dedicated for City employees.

Recommended parking is based on standards from the APBP Bicycle Parking Guidelines (2010).

Short-Term Parking: ST parking available at Tri-Tech, Towle, Flour Exchange and Crown Roller Mill.

Long-Term Parking: No LT parking available.

Building Access: Access is not allowed at Crown Roller Mill and Towle Building. Informal access at Flour Exchange. Undetermined for Tri-Tech Center.

Locker & Showers: Showers available via health club at Towle Building (available only to building tenants). No other lockers or showers are available.

Goals:

- ☐ Work with property manager at Crown Roller Mill to accommodate LT parking spots dedicated for City of Minneapolis employees. LT parking can be supplanted with a revision to the building access policy to allow bikes inside Crown Roller Mill.
- ☐ LT parking recommendations may be accommodated off-site, but must be within close proximity of the buildings. Building access may substitute for LT parking recommendations.